

# Collin County Development Services

## COMMERCIAL CONSTRUCTION INFORMATION SHEET

### **REQUIRED DOCUMENTATION (Bring ALL at time of Application)**

- (1) Completed current application.
- (2) Copy of the deed with property description.  
**This document can be obtained at the Collin County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX or from: <http://countyclerkrecords.co.collin.tx.us/webinquiry/>**
- (3) Copy of subdivision plat or abstract map with lot or tract highlighted. Show location of construction site and permanent driveway entrance.  
**The plat can be obtained from the CCAD website: <http://www.collincad.org>. The abstract map can be obtained from the County Clerk's office or website shown above.**
- (4) **ORIGINAL** Site Evaluation to determine type of On-Site Sewage Facility (OSSF).
  - a. If aerobic system is installed also need a Service Contract and a filed Affidavit to the Public. **A TCEQ license is required for all OSSF installations and repairs.**
- (5) Completed 9-1-1 Rural Address Application (if property is vacant).
- (6) Completed Culvert Application if applicable.
- (7) **TWO FULL SIZE: 24" x 36", TWO HALF SIZE, 11" x 17", TWO DIGITAL SET AS A PDF** of construction documents to include:
  - Complete set of construction drawings including site plan and applicable code requirements.
  - Drainage plan to include pre and post construction runoff calculations and means of mitigating any increased runoff. (Requirement for drainage calculations will depend on the nature of the project. Please contact the Engineering department for more information at 972-548-3733)
  - Erosion Control Plan (Requirement for an Erosion Control Plan will depend on the nature of the project. Please contact the Engineering Department for more information.)

***Allow 3-5 days from when you submit your 911 application to receive your 911 address.***

### **REVIEW PROCESS**

- (1) Completed Fire Marshal's review for compliance with National Fire Protection Association and International Fire Code Regulations. (*Please contact the Fire Marshal's Office prior to submitting application to Development Services*)
- (2) Determine if construction site is in a flood plain.
- (3) Determine if site is affected by Collin County Subdivision Regulations or the subdivision regulations of any municipality.
- (4) Verify site has proper frontage to a public roadway.
- (5) On-Site Sewage Facility review.
- (6) Review construction plans. Our Office retains plans.
- (7) Engineering Dept. review of drainage plan and Compliance with County Storm Water Program.

***Allow 4-6 weeks after address assignment for the review process to be complete.***

**Development Services will notify you when your permit is ready to be picked up. All applicable fees will be paid at the time you pick up your permit(s). Permits are issued in the name of the OWNER of the property. Permits not picked up within one year from date of Application will not be retained.**

### **FEES:**

<b>Commercial Construction</b>	<b>\$250 plus .20/ea sq ft</b>
<b>New OSSF (no maintenance)</b>	<b>\$450</b>
<b>New OSSF (maintenance)</b>	<b>\$475</b>
<b>Culvert Permit</b>	<b>\$18</b>

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### WHAT IS REQUIRED TO SCHEDULE AN INSPECTION?

- (1) Permit(s) and 9-1-1 address **MUST** be posted and visible from the road.
- (2) Site **MUST** be accessible during any scheduled inspection.
- (3) Work for requested inspection **MUST** be completed.
- (4) When you call in for inspection you **MUST** have your permit number, address, name on permit and the name of your power provider.
- (5) Certificate of Occupancy inspection required by **Fire Marshal (972/548-5576)**

### WHAT BUILDING CODES ARE USED BY INSPECTORS?

Building codes, currently in effect for unincorporated Collin County, are located on our webpage

We will notify your Electric Company to release power after the final inspection has been passed.  
We will re-inspect one time at no charge. A \$75 fee will be charged for additional inspections.

### STORM WATER PROGRAM COMPLAINT

- (1) SMALL CONSTRUCTION ACTIVITIES which disturb **at least 1 but less than 5 acres, or are part of a larger common plan of development that will disturb at least 1 but less than 5 acres** are required to:
  - Prepare a Storm Water Pollution Prevention Plan to be kept at the project site.
  - Post a signed Construction Site Notice at project site. Leave this posted until construction is complete. At least 2 days before beginning construction, provide a copy of the construction site notice to the Collin County Engineering Department located at 825 N. McDonald St. Suite 160, McKinney, TX 75069.
- (2) LARGE CONSTRUCTION ACTIVITIES which disturb **5 or more acres, or are part of a larger common plan of development that will disturb 5 or more acres**, are required to:
  - Prepare a Storm Water Pollution Prevention Plan to be kept at the project site.
  - Submit a copy of the signed Notice of Intent (NOI) at the same time it is submitted to the Texas Commission on Environmental Quality. (TCEQ)
  - Post a copy of the NOI and Construction Site notice at project site. Leave this posted until construction is complete.
  - Submit a copy of any Notice of Change (NOC) which is required by the TCEQ for making updates, changes, or corrections to an NOI or Waiver as required in the general permit.
  - Submit Notice of Termination (NOT) to TCEQ and Collin County within 30 days after final stabilization has occurred or another permitted operator has assumed control over all areas of the site that have not been finally stabilized and all silt fences and other temporary erosion control measures have either been removed, scheduled for removal, or transferred to a new operator as described in the Storm Water Pollution Prevention Plan